

VolunteerConnector

Job Title: Communications and Marketing Coordinator

Location: Calgary, AB (remote)

Employment Type: Full-time from May - September 2025, Entry-Level

About Us

The Volunteer Center of Calgary is a hub for volunteer engagement, connecting individuals with meaningful opportunities to make a difference in our community. We collaborate with local organizations to foster inclusion, amplify diverse voices, and strengthen the spirit of volunteerism.

We are committed to maintaining an anti-oppressive, equitable, and inclusive organizational culture that values and uplifts the unique experiences and identities of everyone in our community.

We're looking for an enthusiastic and creative **Communications and Marketing Coordinator** to join our team. If you are passionate about storytelling, digital marketing, and advancing equity and inclusion through volunteer engagement, we'd love to hear from you!

Key Responsibilities

- **Content Creation:**
 - Develop resources and tools for social media, email newsletters, website updates, and print materials to support organizations in reimagining volunteer engagement and adopting equitable practices.
 - Write blog posts, press releases, and success stories that are drawn from data and highlight the impact of volunteerism and new ways of imagining volunteer engagement.
 - **Social Media Management:**
 - Manage and grow our social media presence on platforms like Facebook, Instagram, LinkedIn, and Twitter.
 - **Event Planning:**
 - Assist in planning and executing a Volunteer Celebration event aimed at increasing awareness of our services and programs while enhancing the community's perception of our organization.
 - Collaborate with team members to design materials that represent Calgary's diverse communities.
 - **Community Engagement:**
 - Showcase impactful stories of how volunteers have made a difference in the work of our member organizations, highlighting their contributions and achievements.
 - Collect and share volunteer testimonials that illustrate how volunteering enhances their sense of belonging, well-being, and mental health.
 - **Administrative Support:**
 - Maintain marketing calendars, databases, and contact lists.
 - Track and report on campaign metrics and communication efforts to ensure effectiveness and alignment with value, mission and vision.
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Qualifications

- **Education:**
 - Diploma or degree in Communications, Marketing, Public Relations, or a related field (or equivalent experience).
- **Skills:**
 - Excellent written and verbal communication skills with the ability to craft messages that

VolunteerConnector

- are culturally aware and inclusive.
- Strong understanding of social media platforms and digital marketing trends.
- Proficiency in graphic design tools like Canva or Adobe Creative Suite.
- Basic knowledge of website content management systems (e.g., WordPress) and email marketing platforms (e.g., Mailchimp).
- Demonstrated commitment to anti-oppressive practices and a willingness to learn and grow in this area.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- **Experience:**
 - Previous experience in communications, marketing, or a related field is an asset but not required.
 - Experience working with or representing diverse communities is highly valued.

What We Offer

- **Meaningful Impact:** An opportunity to make a tangible difference in the Calgary community by promoting equity, inclusion, and innovation in volunteer engagement practices.
- **Collaborative Environment:** A supportive, forward-thinking, and inclusive team that values your contributions and fosters collaboration.
- **Work-Life Balance:** Enjoy a flexible work schedule designed to support your personal and professional needs.
- **Remote Work:** The option to work remotely, enabling greater accessibility and convenience.
- **Professional Growth:** Exceptional learning opportunities to deepen your understanding of the nonprofit sector while contributing to an organization with over 65 years of experience supporting thousands of community organizations.

How to Apply

Send your resume and a cover letter detailing your interest in the role and how you align with our commitment to anti-oppression to katie@volunteerconnector.org by May 15th, 2025.

We value diversity and are committed to building an inclusive workplace that reflects the communities we serve. We encourage candidates from all backgrounds, including those who identify as Black, Indigenous, racialized, LGBTQ2S+, or persons with disabilities, to apply.

Join us in championing volunteerism and advancing equity in Calgary!